UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
CINCINNATI PROCUREMENT OPERATIONS DIVISION
CINCINNATI, OHIO 45268

SUBJECT: Request for Task Order Proposal, Tracking Number PR-R4-18-00650

FROM: Angela Lower
Contracting Officer

TO: Multiple Award Contract Holders under TSAWP II

Attached is request for task order proposal for the subject tracking number which is issued for competition for the project entitled, "REGION 4 OCEANOGRAPHIC SURVEYING."

The government requests you prepare a proposal (cost and technical) for the task order. The proposals shall be submitted to lower.angela@epa.gov by 3:00pm ET on September 5, 2018. The technical proposal is limited to twenty-five (25) pages. Cost Proposals shall be provided in accordance with Contract Clause B-1 as supplemented by the attached cost proposal instructions. Proposals shall also include the required conflict of interest certification.

The following documents provided for this solicitation will become part of the Task Order Award:

- Performance Work Statement
- Task Order Clauses

Award of a Cost Plus Fixed Fee – Term Type Level of Effort task order will result. The period of performance for this Task Order is for a one 1-year base period and four 1-year option periods with an anticipated start date of October 1, 2018. Please see attached technical evaluation criteria which will be used to evaluate the offer. Award will be made on a Best Value Trade-off basis, where technical quality is equally important as cost.

Any questions should be directed to lower.angela@epa.gov within five days of issuance of this Solicitation.

Angela Lower 08/17/2018

Angela Lower
Contracting Officer

Cc:
Damon Highsmith, CL COR
Wade Lehmann, TO COR
Chris Laabs, Alternate CL and TO COR
Lisa Mitchell-Flinn, Contract Specialist

Attachments:
Performance Work Statement
Task Order Clauses
Cost Proposal Instructions
Technical Evaluation Criterion

PERFORMANCE WORK STATEMENT
TSAWP II MULTIPLE-AWARD CONTRACT SOLICITATION

Title: EPA REGION 4 OCEANOGRAPHIC SURVEYING

Table of Contents

Task Order Contracting Officer Representative (TOCOR):

Wade Lehmann, PhD
U.S. Environmental Protection Agency, Region 4
Water Protection Division
61 Forsyth St, SW
Atlanta, GA 30303
Phone: 404-562-8082
E-mail: Lehmann.wade@epa.gov

Alternate TOCOR:
Lena Weiss
U.S. Environmental Protection Agency, Region 4
Water Protection Division
61 Forsyth St, SW
Atlanta, GA 30303
Phone: 404-562-9228
Email: Weiss.lena@epa.gov

Period of Performance: 1 year from the date of task order issuance with (4) 1-year option periods

LEVEL OF EFFORT:

It is anticipated that the number of hours required for each period is as follows:
Base Year: 3,000 hours
Option Year 1: 3,000 hours
Option Year 2: 3,000 hours
Option Year 3: 3,000 hours
Option Year 4: 3,000 hours

Other Direct Costs:

Base Year: 21 ship days, potential travel for 6 people, and laboratory analysis of 600 samples
Option Year 1: 21 ship days, potential travel for 6 people, and laboratory analysis of 600 samples
Option Year 2: 21 ship days, potential travel for 6 people, and laboratory analysis of 600 samples
Option Year 3: 21 ship days, potential travel for 6 people, and laboratory analysis of 600 samples

Option Year 4: 21 ship days, potential travel for 6 people, and laboratory analysis of 600 samples

SECTION 1.0 PROJECT DESCRIPTION

1.1 Background

Ocean disposal sites are designated by the U.S. Environmental Protection Agency (EPA) to minimize environmental effects of disposal to the area or region in which the site is located. Most ocean disposal occurring today comes from dredging operations to maintain navigation channels. Many of these ocean disposal sites are located offshore of major ports, harbors, and marinas nationwide and are very important for maintaining safe navigation for commercial, military, and private vessels.

These ocean disposal sites have requirements that are based on site designation parameters established in the Marine Protection, Research, and Sanctuaries Act (MPRSA) and site management and monitoring plan (SMMP) for each ocean disposal site. Each SMMP typically incorporates a tiered monitoring structure to assess potential environmental issues specific for each site and the geographic area in which it is located. Site monitoring activities include, but are not limited to: water column data collection; hydrodynamic analysis; sediment sampling and analyses for chemical content and concentrations; sediment sampling for benthic community analyses; geophysical surveys to determine distribution of native sea bed features and deposits of material disposed of at EPA-designated ocean disposal sites (ODS); and other surveys to assess the characteristics at oceanographic sites. While typically this work will be related to surveying designated and potential ocean disposal sites, surveys may include areas outside of the boundaries of a disposal site including but not limited to reference sites, transit routes over which disposal vessels transport disposal material; and other marine habitats of interest and/or concern.

EPA has responsibility for site monitoring in accordance with requirements specified at 40 CFR 228.13. This request for proposal identifies types of oceanographic survey activities, lab work, sampling needs, analytical needs, and reporting considerations which could be conducted under this task order. While this task order is primarily intended to support work in EPA Region 4, oceanographic survey work may be conducted outside of the Region 4 area. This Performance Work Statement (PWS) may also be utilized to lease ship time for support of survey activities. Additional details providing specific needs for specific surveys, including the survey sampling and analysis requirements as well as reporting and documentation requirements, will be provided through written technical direction specific to each survey. This PWS tasks describes the types of work to be conducted under the Task Order. It is not possible to know precisely what surveys will need to be conducted during each period and over the next several years nor the specific sampling and analytical requirements of the surveys. However, it is estimated that there will be up to approximately 4 surveys per period.

1.2 Objective

The primary purpose of this Task Order is to evaluate the condition of proposed or established EPA-designated ocean disposal sites (ODS) to determine the best way to manage the environmental effects of placing material at the sites. The objectives will be met by collecting physical, chemical, and biological samples associated with proposed or designated ODSs.

Samples collected may require lab analysis, interpretation, and/or reports describing the findings. Other port and/or oceanographic sites may need to be evaluated based on programmatic needs.

SECTION 2.0 DESCRIPTION OF TASKS

TASKS:
After task order (TO) award and initiation of Task 1, the Task Order Contracting Officer Representative (TOCOR) will furnish technical direction (TD) on a case-by-case basis.

The Contractor should anticipate working with the TOCOR and designated EPA staff; however, the TOCOR, the EPA Alternate TOCOR (if the TOCOR is on leave or travel), the EPA Contract Level Contracting Officer Representative (CLCOR) and the EPA Contracting Officer (CO) are the only individuals authorized to issue technical direction. Other government personnel may engage in technical communications with the contractor, but are not authorized to give technical direction. See contract clause EPAAR 1552.237-71 Technical Direction (AUG 2009).

Task 1: Project Management and Planning
The Contractor shall participate in a Kickoff Meeting with the TOCOR via conference call at the beginning of each option period and for each new project the TOCOR issues via TD. The Kickoff Meeting with the TOCOR will cover the following topics: points of contact; roles and responsibilities; quality assurance protocols; timelines; the schedule of benchmarks, milestones, and deliverables; dates and times for monthly calls and monthly technical progress reports; and general TO administrative information.

The TOCOR shall coordinate and set-up calls between EPA staff and the Contractor's technical lead to discuss the status and progress of the work under this PWS as appropriate. Unless otherwise directed by the TOCOR, the Contractor shall provide meeting summaries after the calls within five (5) business days in draft form for the TOCOR to review. The TOCOR shall provide any edits and/or comments on each meeting summary or approve the meeting summary without change. The final written meeting summary shall be provided within five (5) business days after receipt of comments from the TOCOR.

During the full course of this Task Order, the Contractor shall notify the TOCOR of any problems, delays or questions as soon as they arise, including notification of any quality assurance issues and project delays within 1 business day. The Contractor shall provide a monthly progress report in accordance with contract requirements, which will be used for invoice review purposes. The monthly reports shall separate out the funding status by project for each project under this PWS. All reporting shall be provided in accordance with the contract sections G & H.

The Contractor shall provide Quality Assurance Project Plans (QAPP) as required by EPA guidelines. All surveys and data analysis require an approved QAPP prior to initiation of work. The Contractor should use the guidance document found in EPA QA/G-5 - *Guidance on Quality Assurance Project Plans*. The QAPP will provide detail to demonstrate that:

- The project technical and quality objectives (e.g., Data Quality Objectives) are identified;

- The intended measurements or data acquisition methods are appropriate for achieving project objectives;
- Assessment procedures are sufficient for confirming that data of the type and quality needed and expected are obtained; and
- Any limitations on the use of the data can be identified and documented.

The Contractor shall submit a project specific draft QAPP as directed by written technical direction (see below). A final project specific QAPP will be submitted within 10 working days of receipt of comments from the EPA on the draft document.

See Contract Level Quality Assurance Surveillance Plan for specific performance standards and indicators related to this task. All written materials must be compliant with Section 508 of the Americans with Disabilities Act.

The Contractor shall provide support through one or more of the below activities. Written technical direction will be used to direct work.

Task 2: Site Surveys
Written technical direction will be used to clarify location, activity, ship requirements, sampling equipment, and other specific needs of the ODS Survey sites. See figure 1 for a list of Region 4 ODSs. General analytical requirements are also attached as appendix 4. General vessel requirements are included as appendix 5.

As provided by TD the Contractor shall provide support through one or more of the below - activities:

2.1 **Vessel leasing**. Identifies and leases specially-equipped vessel (survey platform) to complete the ocean survey described in the TD. General vessel requirements are attached in appendix 5.

2.2 **Survey Plan**. Develops survey plan to describe how to accomplish activities outlined in TD. (See survey plan template in Appendix 1)

2.3 **Physical Sediment Sampling and Analysis**. Collects sediment samples (12-30 typical per ODS) which will be assessed for specific physical characteristics including but not limited to grain size.

2.4 **Chemical Sediment Sampling and Analysis**. Collects sediment samples using grabs deployed from the deck of the vessel and analyze the samples for specified chemicals of concern as identified in the Southeast Regional Implementation Manual (SERIM) or other documents pertinent to the ODS/area.

2.5 **Benthic Infaunal Sediment Sampling and Analysis**. Assesses benthic infauna community diversity by collecting samples (12-30 per survey) or with the use of sediment profile images (12-100 stations per survey where needed).

2.6 **Trawls**. Conducts benthic, planktonic, surface debris, and other types of trawls, categorize the information collected and summarize in a final report as specified in technical direction.

2.7 **Oceanographic Data Collection and Analysis**. Collects wave and current data and measurements; Contractor may be responsible for deployment and retrieval of equipment such as an ADCP.

2.8 **Water Sample Collection and Water Quality Measurements**. Conducts water quality measurements; Contractor may be responsible for deployment and retrieval of equipment, such as a CTD probe and Rosette Water Sampler, as well as collection and storage of water samples.

2.9 **Sediment Profile Imaging and Plan View Image Collection and Assessment**. Provides an assessment and analysis of imaging collected on site to determine the condition of the benthic habitat.

2.10 **Video Survey and Analysis**. Conducts video surveys and provides analysis and interpretation video data collected.

2.11 **Remotely Operated Vehicle/Submersible**. Provides collection of oceanographic information (images/videos) and/or samples using remotely operated vehicles (ROVs) or submersible. ODS range in depth from 25' to 800'.

2.12 **Bathymetry Survey and Analysis**. Provides support to conduct bathymetry assessments.

2.13 **Lab Analysis**. Provides laboratory analytical analysis of chemical, physical or biological samples (12-30 of each per ODS).

2.14 **Data Interpretation and Management**. Provides interpretation of data collected or provided from laboratory analysis and provides data and data products in appropriate formats as described in TD.

2.15 **Report Development**. Develops report(s), including field reports (e.g. Survey Lessons Learned) documenting survey activities, and sampling and assessment reports, which capture all the results and convey the findings related to the objectives of the survey conducted. (See report templates in Appendices 2 and 3)

2.16 **Survey logistics, handling and packaging**. Provides support for survey logistics including acquiring transport services for equipment to and from the required locations; and, provides necessary equipment including sample containers, QA forms, packaging, storage, and medium to preserve samples.

2.17 **Technician support for survey**. Occasionally provide approximately 0-6 technicians or scientists to participate in surveys to operate equipment, collect samples, store samples, handle QA, operate leased equipment (such as ROV), etc depending on survey needs. EPA personnel will serve as Chief Scientist and staff will be present on most surveys.

Following the collection and analysis of field data, the Contractor shall review all data and provide data files in appropriate specified EPA electronic (digital) format/s, which may include but are not limited to: Microsoft Office/Excel, Extensible Markup Language (XML), Comma-Delineated format (CSV), Extended Triton format (XTF), Portable Document Format (PDF), Joint Photographic Experts Group (JPEG), and Geographic Information Systems (GIS)-compatible formats.

Contractor shall conduct survey/project activities and provide deliverables in accordance with each subtask under Task 2 which was included in the technical direction issued by the TO COR. For each survey initiated via written technical direction, including the applicable subtasks under Task 2, the contractor shall:

1. Participate in meetings and conference calls arranged by the TOCOR and in accordance with the schedule outlined in each TD.
2. When directed by the TOCOR through technical direction, provide supporting documentation when EPA is reviewing draft deliverables to facilitate EPA review and

approval of the Contractor's work. The Contractor shall provide both scientific/technical and editorial review as defined in section 2.7 of the Prime Contract Performance Work Statement on all draft products before submission to the TOCOR for review. This process does not need to be performed by an independent peer reviewer. It is expected that all editorial review comments will be addressed before deliverables are furnished to the TOCOR for review (in the case of draft deliverables) or acceptance (in the case of final deliverables); and that questions raised by scientific/technical review will be either addressed or discussed with the TOCOR prior to the Contractor furnishing deliverables.

a. All laboratory work will be conducted using approved EPA handling, testing and reporting requirements. In addition, all contracted labs must be EPA and/or NELAC certified to handle the testing requested.

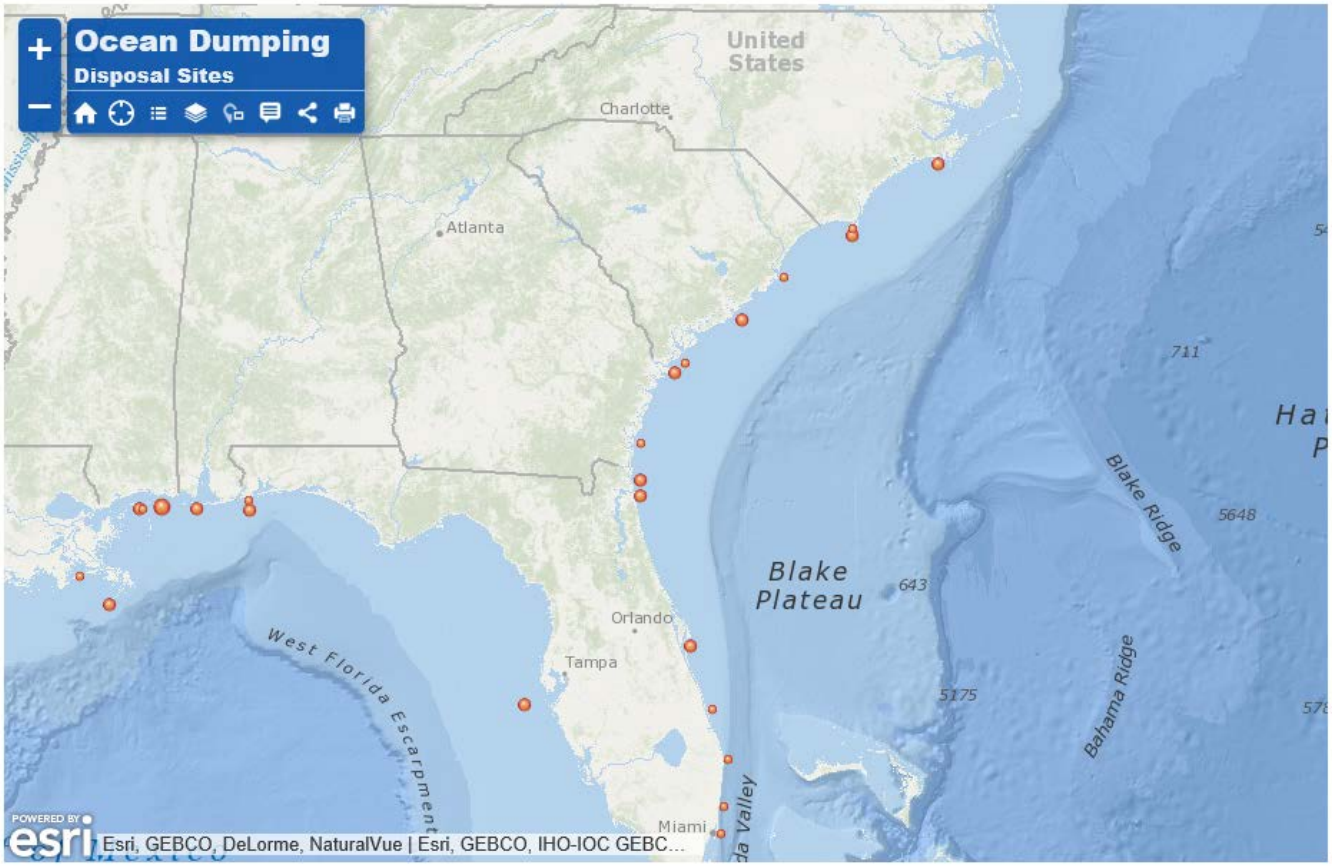

Figure 1 – Region 4 ODSs.

Task 3: Data Management

The Contractor shall provide support in managing and archiving data after completion of each ocean survey , as described in TD for that survey.

Additional data management support may include one or more of the following: (1) utilization of appropriate backup media; and (2) configuration of appropriate formats and features for upload into EPA-supported databases as appropriate (i.e., STORET WQX- http://www.epa.gov/storet/wqx/; see note below).

The Contractor shall submit all data collected to Water Quality EXchange (WQX), in addition to submitting it to the EPA TOCOR. WQX is a tool to share physical, chemical, biological, habitat, metric, and index data over the Internet. WQX uses EPA's Exchange Network to transfer water quality monitoring data to EPA STORET. List of data fields can be found at: http://www.exchangenetwork.net/exchanges/water/wqx.htm.
Data can also be organized and submitted using WQX Web which is a Microsoft Excel based tool located at: http://www.epa.gov/storet/wqx/wqxweb_downloads.html.

The contract laboratory(ies) shall submit to the Contractor, an electronic version of the final report that includes QA/QC data for conventional testing. The Contractor shall perform a data quality review of the conventional data before submitting the deliverables to the Government for review and approval.

SECTION 3 - SCHEDULE OF DELIVERABLES & MILESTONES:

Deliverables and deliverable schedule shall be clarified in the final TD developed by the TOCOR. The Contractor shall accept or provide comments on each TD in writing within five working days from receipt of each TD. The Contractor shall schedule the conference call to discuss deliverables and project details within five (5) working days of receipt of the TD as appropriate. The Contractor shall document the outcomes of this meeting and provide a copy to the TOCOR. The Contractor shall provide the draft written deliverable(s) for review by TOCOR and these deliverables shall be prepared in accordance with the timeframe specified in the TD. The Contractor shall provide the final written deliverable(s) in accordance with the timeframe specified in the TD.

TASK DELIVERABLE & MILESTONES SCHEDULE

Base Period and each subsequent option period (unless modified by written technical direction)

Deliverable	Due Date
Task 1 – Deliverables	
Kickoff meeting	Kickoff Meeting - Within 10 working days of Task Order Award (or after initiation of option) and 5 working days after receipt of draft TD by TOCOR initiating a new project/survey.

Conference Calls and Communication	Conference calls will be held monthly to manage this Task Order. Meeting agendas will be e-mailed to the TOCOR, EPA Technical Lead, and/or any additional personnel as determined by the EPA Technical Lead at least two (2) days prior to the meeting. A list of action items specific to each meeting participant shall be provided along with the meeting agenda. Draft and e-mail draft meeting minutes, to include any updates to the action items, to the TOCOR no later than three (3) calendar days following any meeting. Amend and finalize meeting minutes within five (5) calendar days following receipt of comments from the TOCOR and/or EPA Technical Lead. Additional conference calls and communications as required by technical direction to manage ongoing work
QAPP	Draft QAPP shall be provided to TOCOR as directed in the TD. Final QAPP shall be submitted to EPA within 10 days of receipt of EPA comments. QAPP finalized prior to start of any survey activities.
Task 2 Ocean Surveys	
Survey Plan	Draft survey plan due 30 days prior to survey. Final report due 5 calendar days from receipt of EPA comments.
Survey Lessons Learned	Draft report due 14 days after survey completion when required within TD. Final report due 5 days from receipt of EPA comments.
Sample Collection	See technical direction for quantity, quality, type, logistics requirement and specificity
Sample Analysis	See technical direction for quantity, quality, type, logistics requirement and specificity
Sample Reporting	See technical direction for reporting requirements and specificity
Data QA/QC	Data files in appropriate specified EPA electronic (digital) format due with draft reports.
Task 3 Data Management	
All data delivered to TOCOR and entered into EPA STORET via WQX	The following is due 30 days after all data received from labs and/or sub-contractors: • Appropriate data backup media • Provide data to TOCOR in proper electronic format • Configuration of appropriate formats and features for upload into EPA-supported databases as appropriate (i.e., STORET WQX- http://www.epa.gov/storet/wqx/; see note below). • All data into Water Quality EXchange (WQX), in addition to submitting it to the EPA TOCOR. • Data can also be organized and submitted using WQX Web which is a MS Excel based tool located at: http://www.epa.gov/storet/wqx/wqxweb_downloads.html.

	An electronic version of the final report that includes QA/QC data for conventional testing.

Section 4.0 GENERAL REQUIREMENTS

Quality Assurance Surveillance Plan

EPA anticipates that the contractor's work will be judged "satisfactory" according to the QASP if TOCOR edits to deliverables are no more than ten percent (10%) of the content of any draft deliverable, or less than two percent (2%) of any final deliverable. In addition, EPA anticipates that the Contractor's work will be judged "satisfactory" according to the QASP if less than ten percent (10%) of the pages of written final deliverables contain TOCOR edits for such things as grammar, punctuation and format.

The TOCOR can upon request furnish a copy of the EPA correspondence manual for the Contractor's use.

 All deliverables (draft and final) to EPA shall be furnished in an electronic version and in an electronic format that EPA can support (see TSAWP Contract PWS Section 4.0 Deliverables).
 All final deliverables to EPA shall include one (1) electronic copy and two (2) paper copies.

All final deliverables shall be prepared according to EPA publication guidelines and shall be compliant with Section 508 of the **Americans with Disabilities Act**.

All submittals to EPA shall be formatted as described below:
Electronic submissions shall be made in the following manner: MicrosoftWord© for any written reports, summaries or analysis documents, Microsoft Excel© format for any and all spreadsheets, raw data, coding and modeling work (including all model runs with essential data to replicate model runs), and Microsoft Access© format for databases. For all GIS data layers, maps, photos, bench sheets and other written material not easily printed or saved in the above formats will be discussed and a format agreed upon with the EPA TOCOR prior to submittal by the contractor. Other data or applications require prior approval by the EPA TOCOR in writing. Final electronic submissions shall be on external hard drive, Compact Disk (CD) or Digital Versatile Disc (DVD). The contractor may utilize an FTP, but only if the EPA TOCOR gives written permission. Every electronic document and all sections, text, graphs, charts or figures shall be unlocked, open and editable so that EPA may make further changes.

Unless specified otherwise by the TOCOR, final paper submissions shall be made in the following manner: two (2) separate and identical copies of all deliverables must be submitted; each separate copy includes all the products due at that date (i.e., Task 1, 2, etc.), and must be submitted in one (1) or more bound volumes, as appropriate, with a title page, an executive summary describing the purpose and content, and an index, located inside the front cover of each bound volume, and electronic copies enclosed in envelopes (or other suitable means) bound in the respective volume. In addition to final paper deliverables Microsoft Word© version shall be shall be provided. In addition to the paper and Microsoft Word© versions, a pdf version may be provided.

Appropriate electronic format that is supported by EPA for GIS data layers, maps, photos, bench sheets and other written material not easily printed or saved in the above formats shall be discussed and a format agreed upon with the EPA TOCOR prior to submittal by the Contractor.

When the Task Order reaches 30 calendar days prior to the end of the Period of Performance in each period, the Contractor shall decide whether the deliverables, milestones, benchmarks, and any outstanding technical direction from the TOCOR will be satisfactorily completed in the form requested in the technical direction by the end of the Period of Performance. If the Contractor determines one or more of the above-referenced items will not be able to be completed in the requested form within the period of performance and with the available funding, the Contractor shall notify the TOCOR and the CO immediately. Within 5 business days of said notification, the TOCOR in coordination with the CO will provide technical direction concerning use of the remaining funding to prepare and furnish to the TOCOR all interim draft deliverables, interim work products, and any working files in an electronic format which is supported by EPA, for eventual continuation of the project after the end date of the Task Order.

QUALITY ASSURANCE PROJECT PLANS:
EPA policy requires that an *approved* Quality Assurance Project Plan (QAPP) be in place before any work begins that involves the data collection and development of models. Where a project will require a QAPP, the Contractor shall prepare the QAPP in conformance with EPA's *Requirements for Quality Assurance Project Plans (EPA QA/R-5),* and obtain EPA approval for the QAPP. No activities requiring a QAPP shall begin without EPA approval of the QAPP.

CONFERENCE/MEETING GUIDELINES AND LIMITATIONS:
The EPA does not anticipate any conference/meeting under this task order will exceed a total cost of $20,000. The Contractor shall immediately notify the CO, CLCOR and TOCOR of any anticipated individual event involving support for a meeting, conference, workshop, symposium, retreat, seminar or training that may potentially incur $20,000 or more in cost during performance. Conference expenses are all direct and indirect costs paid by the government and include any associated authorized travel and per diem expenses, room charges for official business, audiovisual use, light refreshments, registration fees, ground transportation and other expenses as defined by the Federal Travel Regulations. All outlays for conference preparation should be included, but the federal employee time for conference preparation should not be included. After notifying EPA of the potential to reach this threshold, the Contractor shall not proceed with the task(s) until authorized to do so by the CO.

MONTHLY REPORTING:
All documentation and reporting under this TO shall follow contract requirements. Additional requirements specific to this TO are as follows: Contractor's progress reports shall include, but not be limited to, the following items: Contactor technical lead name/contact information, status of project, any problems incurred & solutions implemented, status of funds allotted and spent for each project under the TO. During the period of performance of this TO, the Contractor is expected to immediately inform the TOCOR by telephone of: (1) any problems that may impede the successful completion of the requested items of work; and (2) any corrective actions needed

to solve the problem. The Contractor shall address and correct any problems identified by EPA within three days of EPA's written direction.

ANTICIPATED TRAVEL:
All travel under this Task Order shall comply with contract requirements and only according to specific Technical Direction. The contractor shall adhere to the requirements of clause **EPA-H-31-104 APPROVAL OF CONTRACTOR TRAVEL** of the contract.

CONTRACTOR IDENTIFICATION:
The Contractor staff shall be required to identify themselves as contractors whenever their EPA work brings them in contact with the public (such as when they are providing technical information or conducting training and conferences). Contractor staff must always wear Contractor ID badges when interacting with the public. Contractor personnel are prohibited from acting as the Agency's official representative. The Contractor shall refer any questions relating to the interpretation of EPA policy, guidance, or regulation to the TOCOR.

MONITORING INFORMATION IN STORET AND FOLLOW-ON DATA SYSTEMS:
Any water quality, chemical, physical, biological, sediment, tissue, and ecological monitoring data collected as part of any this task order shall be entered into STORET or its follow-on data systems and be made available to the EPA in a compatible format. The Contractor shall use its own company name as the entity for data collected by the Contractor when entering its data. The Contractor shall report quality control of the data upload to the EPA.

QUALITY ASSURANCE SURVEILLANCE PLAN:
See contract requirements.

SECTION 508 COMPLIANCE
All electronic and information technology (EIT) and all EIT deliverables be Section 508 compliant in accordance with the policies referenced at http://www.epa.gov/accessibility/. The Contractor shall include documentation which indicates that the contractor has tested the deliverable against applicable Section 508 Standards.
The Contractor shall refer any questions relating to the interpretation of EPA policy, guidance, or regulation to the TOCOR.

Section 5.0 APPENDICIES

Appendix 1: Survey Plan Template

The below template is suggested, however adjustments to the information included in the survey plan may be adjusted as described in TD.

SURVEY PLAN – [INSERT VESSEL NAME]
Site Monitoring Survey of [INSERT ODMDS]
Ocean Dredged Material Disposal Sites

SURVEY DATE:

1.0 GENERAL INFORMATION

Survey Chief Scientist:
Organization:
Address:
Tel:
Email:

Project Lead Scientist:
Organization:
Address:
Tel:
Email:

Vessel Contact:
Organization:
Address:
Tel:
Email:

2.0 SCHEDULE OF OPERATIONS

Mobilization Date:
Mobilization Location:
Departure Date and time:
Planned Survey Duration (days):
Allowable Weather Days:
Maximum Survey Duration:
Demobilization Date:
Demobilization Location:

Comments:

3.0 BACKGROUND INFORMATION

May include but not limited to information about the individual ocean disposal site including: general location; size, shape, and depth of the site; designation and monitoring history; site use information; etc.

4.0 SURVEY OBJECTIVES and RATIONALE

Information in this section may address but is not limited to:

- Overall objective of the survey
- Types of information, samples, and data being collected and why

5.0 ENVIRONMENTAL MANAGEMENT QUESTIONS ASKED BY PROJECT/SURVEY

Include the scientific questions that will be answered by the information collected during the survey.

6.0 SURVEY LOCATION AND DESCRIPTION OF ACTIVITIES

Include site location coordinates, depth ranges, maps, sampling location coordinates and depths, information about transect lines, lengths, locations, etc.

7.0 SURVEY & SAMPLING METHOD DESCRIPTIONS AND RATIONALES

Include sampling methodology and rationale for all types of sampling that will be conducted.

8.0 SEQUENCE OF SURVEY AND TASK EVENTS

Include anticipated schedule of survey including transit times and location, and sampling times and locations

9.0 NAVIGATION AND POSITIONING CONTROL

10.0 EQUIPMENT and SUPPLIES

Include list of equipment from vessel (including sample storage and position capabilities) and list of equipment (e.g. sampling equipment) and owner as appropriate

11.0 QA/QC PROCEDURES

12.0 SCIENTIFIC PARTY

Include list of scientific staff and affiliation

13.0 PROPOSED REPORTING REQUIREMENTS

Describe reporting requirements during and following the survey

14.0 OTHER OPERATIONS

Include additional information as necessary

15.0 REFERENCES

Appendix 2: Operational Survey Report Template

The below template is suggested, however adjustments to the information included in the survey plan may be adjusted as described in TD.

OPERATIONAL SURVEY REPORT TEMPLATE
The Operational Survey Report (OSR) should describe the events of the survey, what worked well and what could be improved.

1.0 EXECUTIVE SUMMARY

2.0 GENERAL INFORMATION
Site Name (Region):

Survey Chief Scientist/Organization:
Telephone:
Email:

Project Manager/Organization:
Telephone:
Email:

Vessel/Organization:
Vessel Contact Name:
Telephone:
Email:

Other Key Personnel/Organization:

EPA Funding/Contract/IA No.:

Contractor Organization:
Project Manager:
Telephone No:
Email:

3.0 SCHEDULE OF OPERATIONS
Number of survey days:
Mobilization date (Location):
Demobilization date (Location):

4.0 SUMMARY OF SCIENTIFIC ACTIVITIES/OBSERVATIONS
Sequences of tasks/events

5.0 ACHIEVEMENT OF SURVEY OBJECTIVES

6.0 ANALYSIS RESULTS COMPLETED DURING SURVEY

Summarize data analysis results that were available during or immediately after the survey, if any

7.0 SITE MANAGEMENT OR MONITORING DECISIONS RESULTING FROM SURVEY

Summarize management decisions that can be made at this time

8.0 TIMELINE OF SUBSEQUENT ACTIONS

Analytical work
Data analysis
Submission of Final Site Monitoring Assessment Report

9.0 PROBLEMS ENCOUNTERED/LESSONS LEARNED

Appendix 3: Site Monitoring and Assessment Report Template

The below template is suggested, however adjustments to the information included in the survey plan may be adjusted as described in TD.

SITE MONITORING AND ASSESSMENT REPORT TEMPLATE
The Site Monitoring and Assessment Report (SMARt) should characterize how the survey data addressed the objectives of the survey and what conclusions and management decisions resulted.

1.0 EXECUTIVE SUMMARY

2.0 GENERAL INFORMATION
Site Name (Region):

Survey Chief Scientist/Organization:
Telephone:
Email:

Project Manager/Organization:
Telephone:
Email:

Vessel/Organization:
Vessel Contact Name:
Telephone:
Email:

Other Key Personnel/Organization:

EPA Funding/Contract/IA No.:

Contractor Organization:
Project Manager:
Telephone No:
Email:

3.0 SCHEDULE OF OPERATIONS
Number of survey days:
Mobilization date (Location):
Demobilization date (Location):

4.0 BACKGROUND INFORMATION
Site information (e.g., physical traits, ecosystem characteristics, dispersive/containment site)
History
Type of material disposed, quantity disposed, and frequency of use
Dates and key findings of prior surveys

Reason for survey (e.g., scientific, operational, regulatory)
Survey objectives

5.0 SUMMARY OF SCIENTIFIC ACTIVITIES/OBSERVATIONS

Sequence of tasks/events
- Activities listed by day
- Operating area (include map/figure)

Methods
- Method descriptions
- Explanation of how methods support survey objectives
- If multiple methods are used to obtain one measure (i.e. sidescan and sediment grabs for sediment grain size), explain why

Sampling procedures
- Procedure description
- Number of stations used for each procedure
- Names and number of stations at reference areas (if applicable)
- Equipment used
- Calibration protocol
- QA/QC protocol

Field analysis
- Types of analyses performed
- Description of analysis
- Data type obtained
- Analyst
- Equipment used
- QA/QC protocol

Post voyage analysis
- Types of analyses performed
- Description of analysis
- Data type obtained
- Analyst
- QA/QC protocol

6.0 DEVIATIONS FROM SURVEY PLAN

Cause
Corrective action
Effect on data collection

7.0 DATA ANALYSIS

Methodology
- Statistical analyses used

Data summary
- Narrative description
- Tables, graphs, and/or maps

8.0 SITE ASSESSMENT

Description of assessment methodology
- Scientific basis of methodology
- Computational models
- Reference site comparison

9.0 CONCLUSIONS

Conclusions for each survey method
Reasoning for conclusions with supporting documents

10.0 SUMMARY AND RECOMMENDATIONS

Discussion of how survey objectives were achieved
Anticipated environmental management decisions that will be based upon survey findings
Implications of site assessment with regards to future survey needs

11.0 REFERENCES

12.0 APPENDICES

Appendix 4: GENERAL ANALYTICAL SERVICES SCOPE OF WORK

USEPA REGION 4
SCIENCE AND ECOSYSTEM SUPPORT DIVISION
GENERAL ANALYTICAL SERVICES SCOPE OF WORK

Revision 3 - 03/05/2002

BACKGROUND

Analytical services (laboratory analyses) are needed to support investigations, studies, and various projects to collect environmental data. These analytical services are required to gather data which are needed to make decisions about extent of contamination, threats to human health and the environment, or to develop baseline information. In order for the analytical data to support the intended use of the data, the laboratory shall adhere to the required analytical methods and quality control procedures detailed in this Performance Work Statement (PWS).

The laboratory shall furnish the necessary personnel, material, equipment, services and facilities to perform the analyses of environmental samples utilizing approved analytical methods, following strict quality assurance/quality control procedures, and submitting analytical results in a standardized format, as described in this PWS or applicable attachments.

I. Facilities (Equipment/Personnel/Materials Specification)

The laboratory shall have personnel experienced in the preparation and analysis of environmental samples, and shall be experienced in the timely, accurate, and precise analysis of environmental samples as demonstrated by documentation for sample handling, logistics and preparation, methods, procedures, extractions and/or digestions, concentration, standards preparation, instrument repair, automated and/or manual report generation, and quality assurance/quality control.

The laboratory shall have installed and operating, at a minimum, the specified type and number of instruments and apparatus required to perform analyses as specified. The laboratory shall be responsible for all maintenance of this equipment.

The laboratory shall provide personnel, facilities and equipment for performance of sample analyses and data reporting. The sample preparation specialist(s) and analysts assigned to each project shall have experience in the specified preparation technique(s) and analytical procedures. Analysts shall also be experienced in the interpretation of analytical results from environmental samples by the instrumentation required to perform analyses as stated in the attached methods.

The laboratory shall furnish the necessary calibration standards for each project and must have them in-house at the time of sample receipt.

II. Sample Documentation

Because of the nature of the data being collected, the custody of the samples must be traceable from the time of collection until the time of sample disposal. A sample is physical evidence collected from a facility or the environment. Controlling evidence is an essential part of the hazardous waste investigation effort. To accomplish this, the following sample identification, chain-of-custody (COC), sample receiving, and sample tracking procedures have been established. These procedures must be followed in all areas of the laboratory where EPA samples are prepared and analyzed.

A. Sample Delivery Group and Identification

A Sample Delivery Group (SDG) is a unit within a single sampling event that is used to identify a group of samples upon delivery. An SDG is a group of 20 or fewer field samples within a shipment, received over a period of up to 7 calendar days. Data from all samples in an SDG are due concurrently. A Sample Delivery Group is defined by one of the following, whichever occurs first:

- All samples within a sampling event (e.g. ODMDS); or
- Every set of 20 field samples within a sampling event; or
- All samples received within a 7-day calendar period.

Samples may be assigned to Sample Delivery Groups by matrix (i.e., all soil samples in one SDG, all water samples in another), at the discretion of the laboratory.

Laboratory shall have a specified method for maintaining identification of samples throughout the laboratory to assure traceability of samples while in possession of the Laboratory. Each sample and sample preparation container shall be labeled with a unique laboratory identifier. The unique laboratory identifier shall be cross-referenced to the sample identification information provided by the sampling organization.

Laboratory shall have and follow written SOPs for receiving and logging in samples as well as the assignment of unique laboratory identifiers, including a description of the method used to assign the unique laboratory identifier and cross reference of the EPA sample number.

Laboratory shall have and follow written SOPs on the assigning of prefixes or suffixes in addition to sample identification numbers (if this procedure is used by the laboratory).

B. Chain-of-Custody Procedures

Laboratory shall have procedures ensuring that EPA sample custody is maintained and documented. A sample is under custody if the following applies:

1. It is in your possession, or
2. It is in your view after being in your possession, or
3. It was in your possession and you locked it up, or
4. It is in a designated secure area (accessible to authorized personnel only)

Laboratory shall have and follow written SOPs for maintaining identification of EPA samples throughout the laboratory.

Laboratory shall have and follow written SOPs describing the method by which the laboratory maintains samples under custody.

C. Sample Receiving Procedures

Laboratory shall designate a sample custodian responsible for receiving all samples.

Laboratory shall designate a representative to receive samples in the event that the sample custodian is not available.

Laboratory shall have the sample custodian or designated representative inspect the condition of the sample bottles on receipt by the Laboratory.

Laboratory shall have the sample custodian or designated representative check for the presence or absence of shipping documents accompanying the sample shipment.

Laboratory shall require the sample custodian or designated representative to sign and date all shipping documents accompanying the samples.

Laboratory shall require the sample custodian or designated representative to note and document problems such as absent documents, conflicting information, broken custody seals, and unsatisfactory sample condition (e.g. leaking sample bottles).

The laboratory shall have and follow written SOPs for sample receipt. The SOP shall address, but are not limited to, the following information:

- Presence or absence of COC forms.

- Presence or absence of airbills/bill of ladings.
- Presence or absence of traffic reports or packing lists.
- Presence or absence of custody seals on shipping and/or sample containers and their condition.
- Presence or absence of sample tags.
- Sample tag ID numbers.
- Type and condition of shipping container and sample bottles.
- Verification of agreement of or non-agreement of information on shipping documents and/or COC with sample containers.
- Resolution of problems or discrepancies with the sampling organization.
- An explanation of any terms used to describe sample conditions upon receipt (e.g. good, fine, OK, etc.).

D. Sample Storage

Laboratory shall have written SOPs describing all storage areas for samples in the laboratory.

The SOPs shall include a list of authorized personnel who have access or keys to secure storage areas. The SOPs shall include instructions for monitoring temperatures in temperature controlled sample storage areas, as well as provide appropriate corrective actions if temperature tolerances are exceeded.

E. Tracking of Sample Analysis

Laboratory shall have written SOPs for tracking work performed on any particular sample. The tracking SOP shall include:

- A description of the documents used to record sample receipt, sample storage, sample transfers, sample analysis and sample disposal.
- A description of the documents used to record calibration and QA/QC laboratory work.
- Examples of document formats and laboratory documents used in the sample receipt, sample storage, sample transfer and sample analysis.
- A narrative step-by-step description of how documents are used to track samples.

III. Analytical Methods

Laboratory shall utilize the methods specified in the Region 4 Request for Analytical Services.

IV. Deliverables

All documents produced by the laboratory which are related to the receipt, preparation, and analysis of the samples are considered as deliverables. These records should be submitted to EPA Region IV as originals; however, copies will be acceptable where the document is part of a bound laboratory logbook or notebook.

The following are included to specify and emphasize general documentation requirements and are not intended to supersede or change the requirements of the referenced methods. The sample data package shall include:

A. Case Narrative describing the analyses and any unusual problems with the project.

B. Final tabulated results of sample analyses showing analytes, methods used, analyte concentrations, units of quantitation, dates of analysis, sample receipt date, EPA sample number, laboratory sample number, type of matrix (soil, water, waste, etc.), and % solids for soil samples.

C. Instrument raw data and analyst bench records describing dilutions, weighings, sample size prepared, final volumes, amount injected, etc., such that an independent data reviewer may recreate the calculations.

D. Example calculations of sample results and quantitation limits.

E. Recoveries of Initial and Continuing Calibration Standards and True Values.

F. Blank results and matrix spike/matrix spike duplicate results tabulated and reported.

G. A Complete SDG File (CSF) will consist of the following **original** documents in addition to the **original** documents in the Sample Data Package. The contents of the CSF will be consecutively numbered. No copies will be placed in the CSF unless the originals are bound in a logbook that is maintained by Contractor.

1. Contractor shall supply one CSF to Region 4 within the number of calendar days designated.

2. The contents of the CSF are:
   1.1 Sample Date Package
   1.2 A completed and signed Document Inventory Sheet (see example Form DC-2 in the CLP Statement of Work SOM01.0, from the following website: http://www.epa.gov/superfund/programs/clp/download/som/som11a-c.pdf). All

original shipping documents, including, but not limited to the following documents:

- Chain of Custody Record(s)
- Airbills/bill of ladings
- Sample Tags (if present) sealed in plastic bags

1.3 All **original** receiving documents, including, but not limited to, the following documents:

- Sample Log-In Sheet (Form DC-1, see CLP reference above)
- Other receiving forms or copies of receiving logbooks
- Cover Sheet for Chain-Of-Custody(s).

1.4 All **original** Laboratory records, not submitted elsewhere in the Sample Data Package, of sample transfer, preparation and analysis, including, but not limited to, the following documents:

- **Original** preparation and analysis forms or copies of preparation and analysis logbook pages.
- Internal sample and sample extract transfer chain-of custody records.
- Screening records.
- All instrument output, including strip charts from screening activities.

1.5 All other **Original** Request-specific documents in the possession of the Contractor, including but not limited to, the following documents:

- Telephone contact logs
- Copies of personal logbook pages
- All handwritten Request-specific notes
- Any other Request-specific documents not covered by the above.

Submit all contract deliverables (exclusive of CBI) to the following address:
Lena Weiss
U.S. EPA Region 4
Marine Regulatory and Wetland Enforcement Section
61 Forsyth Street, SW
Atlanta, GA 30303
(404) 562-9228
Weiss.lena@epa.gov

V. QA/QC Requirements

General Requirements:

Laboratory shall follow the quality control (QC) requirements described in each project specific method and Region 4 Request for Analytical Services. In addition, the project **may** include blind quality control samples. These may consist of blanks and/or spikes. Successful performance on

the spike shall be defined as proper identification and quantitation of the target analytes(s) within the established quantitative acceptance windows. Successful performance for the blank shall be defined as no contaminants present that interfere with the analytical integrity of the target analytes.

In the event of unacceptable performance, EPA shall have the option of rejecting all or part of a data package. Performance as specified by the contract will serve as a basis of acceptance. The Agency shall have 30 days from the receipt of the data package for review and inspection. No payment shall be made for rejected data.

Laboratory shall establish and implement a comprehensive quality assurance (QA) program in order to define the reliability of the analytical results for analyses performed under this SOW. This program shall incorporate the quality control (QC) procedures, any necessary corrective action, and all documentation required during data collection as well as the quality assessment measures performed by management to ensure reliable data production. This program shall include the use of standard reference solutions from EPA or the National Institute of Standards and Technology (or secondary standards traceable thereto), or from sources which attest to the authenticity and concentration of the standard solutions. Such a QA program shall be documented in a written QA Plan.

Laboratory's written QA Plan must present the policies, organization, objectives, functional guidelines, and specific QA and QC activities designed to achieve the data quality requirements in this SOW or it's attachments. Where applicable, SOPs pertaining to each element listed below shall be included or referenced as part of this QA Plan. The laboratory's written QA Plan must be available to EPA during any on-site audits and must be submitted to EPA upon request.

Laboratory's QA Plan must describe the procedures which have been implemented to achieve the following:

- Maintain data integrity, validity and usability.
- Ensure that analytical measurement systems are maintained in an acceptable state of accuracy, stability and reproducibility.
- Detect problems through quality control indicators and establish corrective action procedures which keep all analytical processes reliable.
- Document all aspects of the measurement process in order to provide data which are technically sound and legally defensible.

Laboratory's QA Plan must address the following elements:

A. Organization and Personnel
    1. QA Policy and Objectives

2. QA Management
    a. Organization
    b. Assignment of QA and QC Responsibilities
    c. Reporting Relationship Between QA and Management
    d. QA Document Control Procedures
    e. QA Program Assessment Procedures
3. Personnel
    a. Resumes
    b. Education and Experience
    c. Training Goals

B. Facilities and Equipment
1. Instrumentation and Backup Alternatives
2. Maintenance Activities and Schedules

C. Document Control
1. Laboratory Notebook Policy
2. Sample Tracking/Custody Procedures
3. Logbook Maintenance and Archiving Procedures
4. Project File Organization, Preparation and Review Process
5. Procedures for Preparation, Review, Revision and Distribution of SOPs
6. Process for Revision of Technical or Documentation Procedures

D. Analytical Methodology
1. Receipt and Review of Analysis Request
2. Calibration Procedure and Frequency
3. Sample Preparation/Extraction Procedures
4. Sample Analysis Procedures
5. Standards Preparation Procedures
6. Decision Processes, Procedures, and Responsibility for Initiation of Corrective Action

E. Data Generation
1. Data Collection Procedures
2. Data Reduction Procedures
3. Data Validation Procedures
4. Data Reporting and Authorization Procedures

F. Quality Control
1. Solvent, Reagent, and Adsorbent Check Analysis
2. Reference Material Analysis

3. Internal Quality Control Checks
4. Determination of QC Acceptance Limit Procedures
5. Determination of Corrective Action Procedures
6. Responsibility Designation

G. Quality Assurance
   1. Data Quality Assurance
   2. Systems/Internal Audits
   3. Performance/External Audits
   4. Corrective Action Procedures
   5. Quality Assurance Reporting Procedures
   6. Responsibility Designation

VI. Document Control Procedures

Laboratory shall provide reports and other deliverables as specified. In addition, the laboratory shall follow document control procedures. The goal of the laboratory document control program is to assure that all documents for a specified project will be accounted for when the project is complete. Accountable documents used by laboratory shall include, but are not limited to, logbooks, chain-of-custody records, sample work sheets, sample run logs, instrument raw data, bench sheets, sample preparation records and other documents relating to the sample analysis.

Because the laboratory may be required to provide copies of sample analysis documents to EPA, the laboratory may exercise the option of using only laboratory identification numbers in the documents rather than client's names to preserve the confidentiality of other clients. The existence of client names in the documents does not excuse the laboratory from providing the required documents to EPA. The laboratory shall provide a cross-reference for internal sample identification versus sampling organization's sample identification.

All original documentation not provided to EPA with the data package related to the preparation and analysis of the samples shall be kept on file for a minimum of five years. If at the end of the five-year period, the laboratory desires to dispose of the original documents, the laboratory should first contact the EPA contract officer for permission to dispose of the documents. If directed by the EPA contract officer, the laboratory shall ship all project documents to EPA rather than disposing of the documents.

VII. Sample Handling/Disposal

Laboratory shall be responsible for all handling or processing required for receipt of samples.

Because of the potential hazards associated with the handling and analyses of these samples, laboratory shall be responsible for taking all necessary measures to ensure the health and safety of its employees.

Laboratory shall dispose of unused sample volume and used sample bottles/containers no earlier than 90 days and sample extracts/digestates no earlier than 365 days following complete submission of analytical data, unless otherwise instructed by EPA. Sample/extract disposal and disposal of unused sample bottles/containers shall be done pursuant to all applicable laws and regulations governing disposal of such materials. Laboratory shall be responsible for long term sample storage regardless of disposal capacity/availability.

VIII. Standard Operating Procedures

Laboratory shall have and **follow** written Standard Operating Procedures for all laboratory operations. These procedures are necessary to ensure that analytical data produced under this SOW are of known quality and are defensible. Copies of the laboratory's written SOPs shall be provided to EPA upon request. A Standard Operating Procedure (SOP) is defined as a written step-by-step description of laboratory operating procedures including examples of laboratory documents. The SOPs shall accurately describe the actual procedures used by laboratory, and copies of the written SOPs shall be available to the appropriate laboratory personnel.

Laboratory shall have and follow written SOPs which describe how the following operations are conducted in the Laboratory:

1. Preventing sample contamination.
2. Security for laboratory and samples.
3. Standards purity/preparation.
4. Maintaining instrument records and logbooks.
5. Sample analysis and data control systems, i.e., laboratory information management systems (computerized or manual).
6. Glassware cleaning.
7. Technical and managerial review of laboratory operation and data report/data package generation.
8. Internal review of contractually required QA/QC data for each project.
9. Sample analysis, data handling and reporting.
10. Laboratory data validation/laboratory self-inspection system.
    a. Data flow and chain of command for data review.
    b. Procedures for measuring precision and accuracy.
    c. Evaluation parameters for identifying systematic errors.

d. Demonstration of internal QA inspection procedures (demonstrated by supervisory sign-off on personal notebooks, internal PE samples, etc.).
e. Frequency and type of internal audits (e.g. random, quarterly, spot checks, perceived trouble areas).
f. Demonstration of problem identification/corrective action and resumption of analytical processing.
g. Documentation of audit reports (internal and external), response, corrective action, etc.

11. Data Management and Handling
    a. Data flow and chain of command for data review.
    b. Procedures for measuring precision and accuracy.
    c. Evaluation parameters for identifying systematic errors.
    d. Demonstration of internal QA inspection procedures (demonstrated by supervisory sign-off on personal notebooks, internal PE samples, etc.).
    e. Frequency and type of internal audits (e.g. random, quarterly, spot checks, perceived trouble areas).
    f. Demonstration of problem identification/corrective action and resumption of analytical processing.

Documentation of audit reports (internal and external), response, corrective action

Appendix 5: General Vessel Requirements for EPA Surveys

Specific Scientific Requirements for Capable Vessel

Below are general requirements for vessels employed for survey work at EPA ODSs.

- Equipped to operate on 24-hour schedule in typical sea state conditions 3 to 5 nautical miles offshore of the coast for a minimum of 5 sea days while out at survey site.
- A stable platform, approximately 92 feet or more in length capable of operating in water depths as shallow as 30 feet, with A-frame, winch and hydrowire (stainless or non-contaminating lubricate) capable to deploy survey equipment which may weigh as much as 1000 pounds.
- Berthing capacity for a minimum of 12 scientific crew. Berthing shall be provided beginning the night proceeding mobilization and ending the night following demobilization.
- Provisions – 3 meals a day for the days the science team is on board.
- Electronic positioning equipment with minimum accuracy of +/-3 meters.
- Fathometer with minimum accuracy of +/-1 foot.
- Capable of positioning on station (A-Frame) within 25 meters of coordinates.
- Dry and Wet Labs with sufficient freezer and refrigerator space to accommodate sample storage: 30 cubic feet for refrigerator and 17 cubic feet of freezer.
- Deck, dry lab, and wet lab should include sufficient work space for scientific operations. Dry lab should be approximately 300 square feet. Wet lab should be approximately 150 square feet.
- Survey work shall include, but not limited to, Water Column Profiling and Sediment Grab Samples for Chemical Analysis and Benthic Analysis. Sediment grab to be provided by EPA. CTD rosette to be supplied by the vessel.
- Mobilization/de-mobilization may occur at the same facility and in the vicinity of the survey. If a vessel from nearby port of call is leased, MOB and DEMOB at that location may acceptable and must be arranged by the contractor. Please check with WACOR for any additional information regarding specifics for each survey.
- Parking for up to five vehicles at the mobilization/demobilization for the duration of the surveys shall be available.
- Survey lease days must include ½ day to load equipment/supplies & 1/2 day to unload equipment/samples/supplies.
- Any transit from/to the vessel's home port shall be included in the cost.

Technical direction will be provided to secure any identified vessels. Contractor should include in their workplan a cost estimate which includes leasing vessels based on each TD.

General Equipment Requirements

The vessel owner/operator is required to obtain and carry on board for the time of the charter a

USCG letter of designation as an oceanographic research vessel or an appropriate Coast Guard issued Certificate of Inspection. Inspected vessels that possess a current U.S. Coast Guard, SOLAS or U.S. Navy INSURV inspection certificate have been physically inspected by competent marine personnel and such inspections may be used to satisfy safety objectives. A current inspection is one that has been performed within 12 months of the vessel's charter date. The vessel must maintain the following equipment on board:

Bridge and Navigation Equipment:

- Compass
- DGPS
- Depth Sounder
- Radar
- Navigation Lights
- Ship's Bell
- Whistle or Sound Device
- Emergency Alarm
- Pyrotechnics, Navigational Charts, and related publications

Communications Equipment:

- Radios, VHF and/or SSB
- INMARSAT or Teletype
- Cellular Phone
- Emergency Radio with backup battery or power
- EPIRBs

Life Saving Equipment:

- PFDs
- Immersion Suits
- Inflatable Life rafts
- Life Ring Buoys
- Rescue Boats

Exterior Decks and Equipment:

- Anchors and Associated Equipment
- Watertight Doors and hatches
- Freeing Ports
- Deck vents
- Cargo and Weight Handling Equipment (Safe Work Load posted & Tested)
- Deck Surfaces Non-Skid

- Life Lines and Safety Chains

Fire Fighting Equipment:

- Fixed and Portable Fire Extinguishers (Current Inspection Dates Current)
- Smoke and Fire Detectors
- Fire Stations and Hoses
- Self-Contained Breathing Apparatus
- Fire and Damage Control Locker
- Emergency Stations Bill

Miscellaneous:

- First Aid Kits and Medical Supplies
- Damage Control Equipment
- Emergency Steering
- Oil Pollution Placard and other required notices are posted
- Sanitary System Operations

1552.217-71 OPTION TO EXTEND THE TERM OF THE CONTRACT-COST-TYPE CONTRACT (APR 1984)

The Government has the option to extend the term of this contract for four (4) additional period(s). If more than 30 days remain in the contract period of performance, the Government, without prior written notification, may exercise this option by issuing a contract modification. To exercise this option within the last 30 days of the period of performance, the Government must provide to the Contractor written notification prior to that last 30-days of the period. This preliminary notification does not commit the Government to exercising the option. Use of an option will result in the following contract modifications:

(a) The "Period of Performance" clause will be amended to cover a base period and option periods:

	Period Start Date	End Date
/Base Period	Award	–08/03/2019
Option Period 1	08/02/2019	– 08/03/2020
Option Period 2	08/02/2020	– 08/03/2021
Option Period 3	08/02/2021	– 08/03/2022
Option Period 4	08/02/2022	– 08/03/2023

(b) Paragraph (a) of the "Level of Effort" clause will be amended to reflect a new and separate level of effort of:

Period	Level of Effort
Base Period	3000
Option Period 1	3000
Option Period 2	3000
Option Period 3	3000
Option Period 4	3000

(c) The "Estimated Cost and Fixed Fee" clause will be amended to reflect increased estimated costs and fixed fee for each option period as follows:

Period	Estimated Cost	Fixed Fee	Total CPFF
Option Period 1	TBD	TBD	TBD
Option Period 2	TBD	TBD	TBD
Option Period 3	TBD	TBD	TBD
Option Period 4	TBD	TBD	TBD

(d) If the contract contains "not to exceed amounts" for elements of other direct costs (ODC), those amounts will be increased as follows: N/A

LOCAL CLAUSES EPA-B-32-101 LIMITATION OF FUNDS NOTICE

(a) Pursuant to the Limitation of Funds clause, incremental funding in the amount of **$TBD** is allotted to cover estimated cost. Funding in the amount of **$TBD** is provided to cover the corresponding increment of base fee. The amount allotted for costs is estimated to cover the contractor's performance through **TBD**

(b) When the contract is fully funded (i.e. the sum of the total estimated cost, base fee, award fee pool available for award, and award fee awarded, as set forth in the schedule of this contract), the Limitation of Cost clause shall become applicable.

(c) Recapitulation of Funds

LOCAL CLAUSES EPA-B-16-102 ESTIMATED COST AND FIXED FEE

(a) The estimated cost of this contract is **TBD**

(b) The fixed fee **TBD**

(c) The total estimated cost and fixed fee is **TBD**

LOCAL CLAUSE EPA-G-42-101 CONTRACT ADMINISTRATION REPRESENTATIVES

Task Order Contracting Officers Representatives (CORs)/Project Officers for this contract are as follows:

Task Order COR (TOCOR): Wade Lehmann, Lehmann.wade@epa.gov PH 404-562-8082

Alternate Task Order COR (Alt TOCOR): Chris Laabs, laabs.chris@epa.gov PH 5

Contracting Officials responsible for administering this contract are as follows:

Contracting Officer

Angela Lower, US EPA. Cincinnati Procurement Operations Division, 26 W MLK Dr MS W136A, Cincinnati, Ohio 45268 lower.angela@epa.gov

Contracts Specialist

Lisa Mitchell-Flinn, US EPA. Cincinnati Procurement Operations Division, 26 W MLK Dr MS W136A, Cincinnati, Ohio 45268 lower.angela@epa.gov

TASK ORDER SOLICITATION TECHNICAL EVALUATION

PR-R4-18-0650

Region 4 Oceanographic Surveying

Contractors shall limit their responses to 25 pages (single sided) or less (not including attachments, such as resumes, commitment letters, page dividers and cover letter). Any information on pages beyond the page number limitation will not be considered or evaluated. The technical proposal shall be submitted using no less than ten (10) point font size and no less than a 3/4" margin on all sides of the page. The term "Offeror" as used in this document shall mean the prime contractor and any proposed subcontractors or consultants.

Proposals will be evaluated on the factors listed below by the project Technical Evaluation Team and will be assigned a score from 0-3 using the scale listed below. Award will be based on Best Value Trade-off basis where Technical Quality is equally important as Cost.

RATING SCALE

The following rating scale will be used in scoring proposals:

Unacceptable = 0. Criteria is not addressed.

Poor = 1. The proposal fails to adequately address critical requirements of the PWS and technical evaluation criteria; may satisfy some requirements, but not others; reflects major weaknesses or deficiencies. Could not meet requirements without fundamental changes involving a total re-write or redirection of the offer.

Satisfactory = 2. Proposal addresses and meets most requirements of the PWS and technical evaluation criteria, with some correctable and minor weaknesses and/or deficiencies noted. Is generally considered to demonstrate at least minimum requisite experience, qualifications and performance capabilities. Some discussions may be required to address and correct weaknesses or deficiencies.

Superior = 3. The proposal clearly addresses and exceeds requirements of the SOW and technical evaluation criteria with no weaknesses or deficiencies, or very minor, correctable weaknesses or deficiencies noted.

Each point is worth 1/3 of the weight assigned to an individual factor. For example, if a 'Satisfactory' rating (2) is awarded for Factor 3, a total of 50*0.66 or 33 points will be assigned.

CRITERIA

The following criteria and weights will be used in the technical evaluation of Task Order proposals:

Factor 1: Corporate Experience (25 points)

This criterion evaluates demonstrated corporate experience in fulfilling both the technical and managerial requirements of contracts/subcontracts/projects similar in technical scope to this solicitation. Of particular interest is the offeror's experience conducting work similar in nature to that under Task 2 and Task 3 of the PWS. In describing corporate experience, include (a) a description of the contract/task order/project, (b) the sponsor, (c) the dates of performance, (d) the specific role the offeror assumed in the overall performance (e.g., prime, subcontractor or consultant), (e) relevance of the experience to the tasks in the Performance Work Statement of this Task Order, and any other information that would serve to establish the offerors'

demonstrated corporate managerial and technical experience in fulfilling the requirements of contracts similar in scope to this task order. Report only those projects completed within the past five years, and projects that are ongoing.

Factor 2: Staffing Plan (25 points) (Limit to critical, key personnel positions**)**
This criterion evaluates the technical qualifications (experience, expertise, and education) and availability of the staff who will participate in the performance of tasks requested in the performance work statement (PWS). The staff will be evaluated on the extent of their experience performing similar work, as well as their expertise and education, and availability of the proposed staff.

The information provided by the contractor should clearly establish the individual's educational achievements, specific past experience in performing similar projects to those anticipated under the solicitation, including relevant publications, specific role held by the proposed individual in projects cited, length of time he or she held that role, goals met and achievements in the role, and availability for effort on work anticipated herein, including commitment letters if not currently an employee of the prime or subcontractor. At a minimum, provide the individual's CV or resume (limited to 5 pages per individual) including the following items in a simple, systematic table format or listing:

a. Name, Professional Level, Job Title, and Proposed Role for the contract.
b. Percent of time available for the contract and commitment letter if not already an employee of the prime or subcontractor.
c. Degree(s) held and corresponding field of study.
d. *Specific project experience related to the PWS area of responsibility.
e. Job responsibility and goals met for project experience described in item d.
f. Time dedicated to each project in item d.
g. Beginning and ending dates of each project in item d.
h. Current project commitments, including percent of time for each project, and duration of each project.

*It is not sufficient to merely state that an individual worked on a project. Explain what the individual did and the relevance to the requirements outlined in the PWS.

Factor 3: Technical Approach (50 points)
This criterion will evaluate the contractor's technical approach for the development and performance of the tasks requested in the PWS with emphasis on Task 2. The contractor shall demonstrate an understanding of the work to be performed and demonstrate the appropriate knowledge, capability (availability of appropriate staff, equipment, and resources), and ability to complete the tasks on time. The contractor shall demonstrate understanding of the typical approaches and problems encountered in performing services required by the PWS and the ability to present practical, efficient solutions for those problems. The Contractor's Proposal shall include a clear, concise narrative that addresses each of the areas identified under the tasks listed in the PWS.